



## REGISTRATION FORM

Remove pages and mail with payment or fax to **416.487.3384** or register online by credit card at **payroll.ca/payrollrocks**. Questions? Email **register@payroll.ca**.  
Please complete a separate form (or photocopy) for **EACH REGISTRANT**.

Full data requested to update our records – please print  Member – CPA Number \_\_\_\_\_  Non-member

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name for Badge: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name (optional): \_\_\_\_\_ Day Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Evening Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Dietary Requirements:  Vegetarian  No Beef  No Pork  Allergy: \_\_\_\_\_

Is this your first CPA Conference?  Yes  No

Accessibility Requirements: \_\_\_\_\_

If you do NOT want your name included on the attendee list distributed to Trade Show Exhibitors and Conference attendees or the Conference App, check here.

### HOW TO REGISTER

Please retain a copy of this form for your records. **You can register by credit card online at payroll.ca or fax this completed form to 416-487-3384.** You can also mail your completed registration form with full payment by Visa, MasterCard, AMEX or cheque (payable to **The Canadian Payroll Association**) to 1600-250 Bloor Street East, Toronto ON, M4W 1E6. **Incomplete forms will not be processed.**

### CONFERENCE REGISTRATION FEE

Description	Early-Bird Registration (by April 5 <sup>th</sup> , 2019)	Regular Registration (April 6 <sup>th</sup> – June 7 <sup>th</sup> , 2019)	On-Site Registration (as of June 10 <sup>th</sup> , 2019)
<b>1<sup>st</sup> registrant (CPA Member)</b>			
Full Conference Package	\$1,365	\$1,465	\$1,565
One-day Pass (Thursday, June 13 <sup>th</sup> )	\$850	\$950	\$960
One-day Pass (Friday, June 14 <sup>th</sup> )	\$640	\$740	\$750
Individual Session	\$255	\$255	\$255
<b>Additional Registrant (CPA Organization Members Only)</b>			
Full Conference Package	\$1,255	\$1,355	\$1,455
Individual Session	\$255	\$255	\$255
<b>Non-Member</b>			
Full Conference Package	\$1,565	\$1,665	\$1,765
One-day Pass (Thursday, June 13 <sup>th</sup> )	\$950	\$1,050	\$1,150
One-day Pass (Friday, June 14 <sup>th</sup> )	\$740	\$840	\$865
Individual Session	\$255	\$255	\$255

**Cancellation Policy:** All cancellations must be received in writing. Cancellations received by April 5<sup>th</sup>, 2019 are subject to a \$150 (plus applicable taxes) cancellation fee. Cancellations received between April 6<sup>th</sup>, 2019, and May 9<sup>th</sup>, 2019 are subject to a 50% cancellation fee (plus GST) on the total registration fee. No refunds will be granted after May 10<sup>th</sup>, 2019. The CPA reserves the right to change or substitute program dates or content without further notice and assumes no liability for these changes.

**Privacy Policy:** The CPA does not sell, trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, CPA events, CPA products and services, and professional development programs.

**Payment (in Canadian funds only) must be received in full prior to the Conference.**

**NSF Cheques:** A \$25 charge will be applied to cheques that are returned "Not Sufficient Funds" (NSF) or stopped payment. The CPA may withhold further services until payment of the NSF charge is made.

**Notice:** All registrations are subject to 5% Goods and Services Tax (GST).

### PAYMENT SUMMARY Please Calculate Amount Due.

CPA Member	Admission to Keynote Events	Admission to 40 <sup>th</sup> Anniversary Concert	Admission to Fun Night Dinner	Ability to Purchase Guest Tickets (limit of 5)
Full Conference Package	✓	✓	✓	✓ (Dinner + Concert \$100/per guest)
Thursday One-Day Pass	✓ (Thursday only)	✓	✗	✓ (Dinner + Concert \$100/per person)
Non-Member	Admission to Keynote Events	Admission to 40 <sup>th</sup> Anniversary Concert	Admission to Fun Night Dinner	Ability to Purchase Guest Tickets (limit of 2)
Full Conference Package	✓	✓	✓	✓ (Dinner + Concert \$125 per person)
Thursday One-Day Pass	✓ (Thursday only)	✗	✗	✓ (Dinner + Concert \$125/per person)

Wednesday Opening Ceremonies and Keynote Speaker  
\$80 per person x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

Thursday Education Lunch & Keynote Speaker  
\$80 per person x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

Fun Night Dinner and Concert  
CPA Member \$100 per person x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_  
Non-member \$125 per person x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

Friday Closing Lunch & Keynote Speaker  
\$80 per person x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_  
**plus GST (5%)** \$ \_\_\_\_\_  
**TOTAL CDN** \$ \_\_\_\_\_

Charge my fee to: (check one)  VISA  MASTERCARD  AMEX

This card is:  Personal  Organization

Card # \_\_\_\_\_

Expiry Date (MM/YY): \_\_\_\_\_

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

GST/HST #: 1000769915RT0001

▶ Please complete this form for each registration (photocopy if necessary). Session registration fills up quickly and will be awarded on a first-come, first-served basis. **Please indicate your first and second choices on the form below with a ✓.**

▶ Full Conference registrants may choose one session from each track and are automatically registered for all meals and keynote speakers. One-Day Pass registrants may select only those sessions that take place on the day for which they are registered. Individual session registrants may select by session only. **Note: The Trade Show is only open on Wednesday, June 12.**

## EDUCATION SESSIONS

### THURSDAY, JUNE 13, 2019

#### TRACK A 9:15 am – 10:30 am

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A1 – Resilient Leaders: Building Mentally Healthy Workplaces from the Top Down        |
| <input type="checkbox"/> | <input type="checkbox"/> | A2 – CRA Update – General Information   |
| <input type="checkbox"/> | <input type="checkbox"/> | A3 – Employment Standards in Alberta  |
| <input type="checkbox"/> | <input type="checkbox"/> | A4 – Employee Terminations: HR & Payroll Implications                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | A5 – Effectively Negotiating to Achieve a 'Win-Win' Result                            |
| <input type="checkbox"/> | <input type="checkbox"/> | A6 – Payroll System Implementation Tips and Strategies – Part 1: Request for Proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | A7 – Top 10 Pitfalls of Employee Benefits   |
| <input type="checkbox"/> | <input type="checkbox"/> | A8 – Technology Adoption Done Right   |

#### TRACK B 10:50 am – 12:05 pm

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | B1 – 5 Things That Will Make or Break Your Payroll   |
| <input type="checkbox"/> | <input type="checkbox"/> | B2 – CRA Round Table Discussions   |
| <input type="checkbox"/> | <input type="checkbox"/> | B3 – Workers' Compensation and Payroll   |
| <input type="checkbox"/> | <input type="checkbox"/> | B4 – Paid Sick and Personal Leave: From Greater Right or Benefit to Legislated Requirement |
| <input type="checkbox"/> | <input type="checkbox"/> | B5 – Building Your Personal Brand  |
| <input type="checkbox"/> | <input type="checkbox"/> | B6 – Payroll System Implementation Tips and Strategies – Part 2: Implementing the System   |
| <input type="checkbox"/> | <input type="checkbox"/> | B7 – Mental Illness Awareness: Breaking The Silence  |
| <input type="checkbox"/> | <input type="checkbox"/> | B8 – Bonus Tax Method (French)   |

#### TRACK C 2:10 pm – 3:25 pm

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | C1 – The Delicate Balance Between Harassment and Inappropriate Behaviour in the Workplace |
| <input type="checkbox"/> | <input type="checkbox"/> | C2 – ROE Completion 101   |
| <input type="checkbox"/> | <input type="checkbox"/> | C3 – The Payroll Compliance Quandary  |
| <input type="checkbox"/> | <input type="checkbox"/> | C4 – Vacation Purchase Policy   |
| <input type="checkbox"/> | <input type="checkbox"/> | C5 – The Introverted Professional: Quietly Selling Your Ideas and Career                  |
| <input type="checkbox"/> | <input type="checkbox"/> | C6 – Short Stories: Road Trippin' Across Canadian Payroll                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | C7 – Career Planning: Having Critical Career Conversations That Matter                    |
| <input type="checkbox"/> | <input type="checkbox"/> | C8 – CRA Update – General Information (French)  |

#### TRACK D 3:45 pm – 5 pm

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | D1 – Turning Corporate Culture into a Competitive Advantage |
| <input type="checkbox"/> | <input type="checkbox"/> | D2 – Salary Overpayments & Correcting Payroll Errors        |
| <input type="checkbox"/> | <input type="checkbox"/> | D3 – Canadian Employment Law 101                            |
| <input type="checkbox"/> | <input type="checkbox"/> | D4 – An Employee Passed Away: Payroll Responsibilities      |
| <input type="checkbox"/> | <input type="checkbox"/> | D5 – Leading Through Change                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | D6 – Making Payroll Automation Rock for Your Organization   |
| <input type="checkbox"/> | <input type="checkbox"/> | D7 – Breaking Bias Barriers                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | D8 – CRA Round Table Discussions (French)                   |

### FRIDAY, JUNE 14, 2019

#### TRACK E 8:30 am – 9:45 am

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | E1 – Breaking Bias Barriers (Repeat of D7)   |
| <input type="checkbox"/> | <input type="checkbox"/> | E2 – CRA Update – General Information (Repeat of A2)   |
| <input type="checkbox"/> | <input type="checkbox"/> | E3 – U.S. Payroll: Wage and Hour Rules   |
| <input type="checkbox"/> | <input type="checkbox"/> | E4 – Canadian Employment Law 101 (Repeat of D3)  |
| <input type="checkbox"/> | <input type="checkbox"/> | E5 – The Myth of Multitasking: Finding Focus in a Distracted World                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | E6 – Darwin Theory Applied to Payroll: Adapting Technology to Better Manage Emerging Payroll Needs |
| <input type="checkbox"/> | <input type="checkbox"/> | E7 – Future of Work: Consumerizing the Employee Experience to the Gig Economy Standard             |
| <input type="checkbox"/> | <input type="checkbox"/> | E8 – Complete your Payroll Quickly and Accurately with Free Software Tools                         |

#### TRACK F 10:00 am – 11:15 am

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | F1 – Intercultural Communication for Payroll Managers                |
| <input type="checkbox"/> | <input type="checkbox"/> | F2 – CRA Round Table Discussions (Repeat of B2)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | F3 – U.S. Payroll: Taxation Rules                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | F4 – Salary Overpayments & Correcting Payroll Errors (Repeat of D2)  |
| <input type="checkbox"/> | <input type="checkbox"/> | F5 – Stress Defense: Combat Tips to Move You From Stress to Success  |
| <input type="checkbox"/> | <input type="checkbox"/> | F6 – Mapping Out Your HR Technology for a Better Employee Experience |
| <input type="checkbox"/> | <input type="checkbox"/> | F7 – Top 10 Pitfalls of Employee Benefits (Repeat of A7)             |
| <input type="checkbox"/> | <input type="checkbox"/> | F8 – Stop the Busyness! How to Find the Right Work-Life Balance      |

#### TRACK G 11:30 am – 12:45 pm

- | 1 <sup>st</sup>          | 2 <sup>nd</sup>          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | G1 – Influential Communication  |
| <input type="checkbox"/> | <input type="checkbox"/> | G2 – ROE Completion 101 (repeat of C2)  |
| <input type="checkbox"/> | <input type="checkbox"/> | G3 – Vacation Purchase Policy (Repeat of C4)  |
| <input type="checkbox"/> | <input type="checkbox"/> | G4 – Bonus Tax Method   |
| <input type="checkbox"/> | <input type="checkbox"/> | G5 – Career Planning: Having Critical Career Conversations That Matter (Repeat of C7) |
| <input type="checkbox"/> | <input type="checkbox"/> | G6 – Victorious Year-end Secrets  |
| <input type="checkbox"/> | <input type="checkbox"/> | G7 – Let's Get Focused: How to Boost Your Productivity and Get More Done              |
| <input type="checkbox"/> | <input type="checkbox"/> | G8 – Bringing Today's Technology into Payroll   |

I understand that ALL meals and special events held on Wednesday, Thursday and Friday are included in my Full Conference Package fee, with the exception of Dine-Around and the evening at leisure. **I will attend the following events. Please indicate your choice with a ✓:**

#### Tuesday, June 11, 2019

- Dine-Around (not included in reg. fee)

#### Wednesday, June 12, 2019

- Early Risers' Club (Walk/Run)  
 Breakfast, Opening Ceremonies & Keynote Speaker  
 Trade Show

#### Thursday, June 13, 2019

- Early Risers' Club (Walk/Run)  
 AGM Breakfast  
 Education Lunch & Keynote Speaker  
 Fun Night Dinner (not included in Thursday one-day pass price)  
 40<sup>th</sup> Anniversary Concert

#### Friday, June 14, 2019

- Early Risers' Club (Walk/Run)  
 Breakfast & 2019 NPW Presentation  
 Closing Luncheon, Preview of 2020 National Conference & Keynote Speaker

**Questions? Contact:**  
**1-800-387-4693 x118 /**  
**416-487-3380 x118**